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**BY ORDER OF THE COMMANDER
HEADQUARTERS, 377TH AIR BASE WING (AFMC)
KIRTLAND AIR FORCE BASE,
NEW MEXICO 87117-5606**

KAFB INSTRUCTION 32-2001

1 February 2005

Civil Engineer-Fire Emergency Services

FIRE EMERGENCY SERVICES PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 32-20, *Fire Emergency Services* and Air Force Instruction (AFI) 32-2001, *The Fire Protection Operations and Fire Prevention Program*. It establishes responsibilities, requirements, authority and procedures for a thorough and comprehensive program of fire safety, fire prevention and fire protection in compliance with the provisions of AFI 32-2001. It applies to all activities, organizations, associate units, contractors and personnel located on Kirtland Air Force Base and in off-base areas under the jurisdiction of this headquarters.

SUMMARY OF REVISIONS

Revision drives several changes starting with KAFB instruction 32-2002 to 32-2001 and IAW AFD 32-20, changes fire protection to fire emergency services. This revision updates contents for currency, makes minor corrections, and adds program elements. It implements AFOSH 91-501, *Air Force Consolidated Occupational Safety Standard, Chapter 6 – Fire Protection and Prevention* and Unified Facilities Criteria (UCF) 3-600-01, *Design: Fire Protection Engineering for Facilities*. This revision introduces Operational Risk Management (ORM) principles to support fire protection deviations to Air Force directives, federal laws, and national consensus standards. It outlines the Authority Having Jurisdiction (AHJ) to resolve fire protection deviations. The instruction provides guidance into how the Fire Safety Deficiencies (FSD) is processed IAW AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Program*. It updates responsibilities for facility managers to comply with AFOSH 91-501. In addition, adds fire prevention guidance for special events that utilizes facilities not designed for public assembly. The changes include maintenance and inspection requirements for installed detection systems, suppression systems, and portable fire extinguishers; adds requirements for developing fire education and training procedures, evacuation drill procedures, and appliance guidelines.

1. Purpose. Provide a fire safe environment, to prevent or minimize loss of life and destruction of property caused by fire. The Fire Emergency Services Branch (377 MSG/CEF), commanders, supervisors, managers, facility/functional managers, all military and civilian personnel must take adequate measures to eliminate and prevent fires or fire safety hazards. Loss of life due to inadequate fire prevention can never be condoned. Loss of property will result in unnecessary expenditure of funds, inconvenience, and costly delays in mission accomplishment, which could seriously hinder the national defense effort. Since the most effective means of reducing fire losses is an aggressive fire prevention program, all personnel must strictly adhere to the provisions of this instruction.

2. Fire Emergency Services Organizational Responsibilities.

2.1. 377 ABW/CC will establish and execute comprehensive fire emergency service programs.

2.2. 377th Civil Engineer Division, Base Civil Engineer (377 MSG/CE) is designated as the base fire marshal and responsible to the installation commander (377 ABW/CC) for the over all administration fire emergency services program, IAW AFD 32-20 and AFI 32-2001.

2.3. Fire chief is directly responsible to the 377 MSG/CE for administration management and operation of the fire emergency services branch.

2.4. Assist Chief Fire Prevention executes the 377 ABW fire prevention program.

2.4.1. Designated by Fire Chief the authority to execute fire prevention program.

2.4.2. Coordinates with 377 ABW/SEG to ensure appropriate fire safety deficiencies (FSDs) are entered into hazardous abatement program and briefs FSDs and trends to Combined Wing Safety Council.

2.4.3. Validates all AF Form 1487s and signs for Fire Chief.

2.4.4. Works with organizational commanders and facility managers when fire safety deficiencies or non-complaint areas cannot be corrected within the AF Form 1487 timelines.

2.5. Fire Inspectors.

2.5.1. Coordinate directly with facility managers to schedule mandatory fire inspections and provide a master facility inspection list with tentative inspection months for their facilities.

2.5.2. Upon completion of facility fire inspection, provide guidance to facility manager/supervisor on required action to correct existing fire hazards/deficiencies.

2.5.3. Provide master facility manager folder template that includes at a minimum; emergency action plan (EAP), employee training, facility inspection and fire extinguisher checklist.

3. Authority Having Jurisdiction (AHJ).

3.1. Fire Emergency Services (Fire Department) Authority.

3.1.1. Delegated authority to effect stoppage of operations when deemed necessary to protect life or property from fire, fire threat, or life safety infractions (i.e. confined space, trench operations, etc).

3.1.2. In complete charge of all emergency incidents involving aircraft, structural, EMS, HazMat/WMD, major accident responses, and rescue operations (confined space, vehicle accidents, etc). All unauthorized personnel will be restricted from the area during such emergencies.

3.1.3. Senior Fire Officer (SFO) in charge at the scene of an emergency has the authority to utilize available military vehicles, materials, and personnel considered necessary for prompt mitigation of the emergency incident. The senior fire officer may also solicit voluntary civilian assistance.

3.2. AFI 32-2001 outlines AHJ minimum approval levels for fire protection deviations. This approval structure ensures non-compliance issues are fully addressed at the appropriate levels and provides an avenue for accountability.

3.2.1. **377 ABW/CC** is responsible for approving the processes, procedures, and programs developed locally for compliance for short-term (**less than 18-month**) deviations.

3.2.2. **AFMC/CE** is responsible for execution, oversight, and compliance with DoD, Air Force, and OSHA regulations and NFPA standards as implemented by the Air Force.

3.2.3. **HQ USAF/ILE** is the overall AHJ for AF fire protection policy and approval of permanent deviations to NFPA standards.

4. Fire Safety Deficiency (FSD) and Hazardous Abatement (HAP) Programs.

4.1. FSD Program. Fire Prevention Branch is responsible for FSD identification and enforcement through facility fire inspections. All FSDs will be managed through the 377 MSG/CE Division.

4.1.1. FSDs I & IIs will be entered into the Wing Hazardous Abatement Program as determined by 377 MSG/CEFT and 377 ABW/SEG.

4.1.2. FSDs III, IV, & V will be managed through the normal facility project prioritization process utilizing the Work Order Review Board (WORB) and Facility Board.

4.2. Hazardous Abatement Program (HAP). AFI 91-301 provides specific guidance for managing the HAP. The following guidance for entering FSDs into the HAP is a joint agreement to streamline the process between the 377 ABW/SEG and 377 MSG/CEF.

4.2.1. Risk Assessment Code (RAC) process: Only the top two FSD codes (I & II) will be entered into the HAP with the equivalency of the top two RACs, IAW AFI 91-901, Attachment 8.

4.2.2. 377 MSG/CEFT and 377 ABW/SEG will determine if the FSD will be entered into the wings HAP. Upon entry into the HAP, the ABW/SEG will assign the RAC tracking number.

4.2.3. Facility Managers with guidance from the fire inspector will complete the AF Form 3 and 1128; IAW 91-301, attachment 9 and ORM plan.

4.2.4. Fire Inspectors will coordinate development of the standardized fire prevention ORM Plan with the facility manager for processing on Staff Summary Sheet for Coordination through the Owning Organizational Commander and/or Functional Manager, Assistant Chief Fire Prevention, and IAW paragraph 5, **Fire Protection and Prevention Deviations.**

5. Fire Protection and Prevention Deviations. ORM plans will be utilized when Fire Emergency Services or fire prevention requirements fail to comply with governing directives. Deviations will be submitted in the form of an ORM plan that fully addresses the proposed non-compliance and alternative measures at the installation. ORM plans will be coordinated with wing agencies and processed for AHJ approval IAW AFI 32-2001.

5.1. Fire Chief or designated representative develops the ORM plan for fire emergency services deficiencies. FSD ORM Plans are processed IAW paragraph 4 and 5.5 of this KAFBI.

5.2. Coordinates with organization or agency with non-complaint deficiency.

5.3. Approval Process: 377 ABW/SEG, 377 MSG/CE, 377 MSG/CC and 377 ABW/CC.

5.4. Facilities that require an ORM plan due to FSD I or II will be reviewed annually until the FSD is corrected with the Organizational Commander and/or Functional Manager, Base Fire Marshal, Assistant Chief Fire Prevention, and 377 ABW/SEG.

5.5. Facilities identified on the Base Master Demolition listing will be exempt from major life safety deficiency upgrades, i.e sprinkler systems, etc. Facility fire inspections in facilities to be demolished will focus on life safety deficiencies that can be correct with minor associated cost, i.e. housing keeping, emergency exit lighting, etc. A memorandum for record will be utilized and filed in both the fire prevention and facility manager folders signed by the Base Fire Marshal.

6. Security Forces Responsibilities. Upon notification of an emergency, 377th Security Forces Squadron (377 SFS) Commander or senior SFS representative will ensure that sufficient security personnel are dispatched to the emergency incident to control traffic and render assistance as the senior fire officer (SFO) may request. Security forces will remain on the scene until relieved by the SFO.

7. 377th Medical Group Responsibilities.

7.1. Kirtland Fire Emergency Services is responsible for all Emergency Medical Service (EMS) responses.

7.2. 377 MDG/CC will approve or fund properly licensed entity to approve emergency care protocols for the Fire Emergency Services to EMS Paramedic (ALS) response level. Provides guidance or secure guidance to ensure training program is in compliance. Responsible to fund all aspects of the Base Emergency Medical Services Program IAW HQ USAF guidance.

7.3. Provide firefighter physicals and fit-testing IAW NFPA 1500/1582 and applicable directives.

8. Fire Prevention Program Compliance Responsibilities.

8.1. Supervision and execution of the fire prevention program is a commander responsibility. It is everyone's responsibility to actively assist and participate in the fire prevention program and report hazards promptly to the proper authority for corrective actions.

8.2. Unified Facility Criteria (UFC) 3-600-01, establishes fire protection engineering policy and criteria for Department of Defense (DOD) components.

8.3. Unit Commanders/Functional Managers. Responsible for administering the fire prevention program within their functional area ensuring full compliance with AFOSH 91-501, AFI 32-2001, and KAFBI 32-2001.

8.3.1. Designate a facility manager and alternate for 24 hour contact. Both will receive mandatory training within 30 days of appointment from the fire prevention branch. Official notification to the fire prevention branch may be either a memorandum or organizational e-mail from the commander.

8.3.2. Notify fire prevention branch when FSDs are not corrected by 30-day suspense.

8.3.3. Immediately notify the Kirtland Fire Department of a fire extinguisher discharges and/or damaged/tampering with any installed fire protection systems. Conduct a thorough investigation upon notification by the Fire Chief that abuse, misuse, or other unauthorized acts have occurred with regard to fire extinguishers, fire alarm systems, or fire suppression systems. Findings of this investigation will be provided to the Fire Chief within *ten working days*.

8.3.4. Ensure proper administrative or disciplinary action is taken if willful misconduct or negligence exists involving the prevention policies or fire loss to government property.

8.4. Facility Managers/Supervisors.

8.4.1. Functional managers and alternates will receive training through the fire prevention branch and 377 MSG/CEO Customer Service Unit (CSU) within 30 days of assignment.

8.4.2. Ensure all personnel are trained in fire prevention organizational procedures within two weeks of assignment. Coordinates specialized fire prevention training for selected functional supervisors and personnel working child care center, aircraft maintenance, POL, LOX, munitions, public assemblies, hospitals, warehouses, special services, and others who have key responsibilities during fire emergencies.

8.4.3. Develop a master facility folder that covers applicable requirements as outlined in AFI 91-501, Chapter 6. ***Fire prevention branch will provide minimum requirements for the master facility folder and validate compliance during facility inspections.*** Managers and employees will follow appropriate open/closing checklist located in master facility manager folders.

8.4.4. Fire Prevention Branch will designate the month each facility will be inspected. Dates within the inspection month will be coordinated between the fire inspector and facility manager.

8.4.5. Facility manager/alternate will accompany fire inspector during scheduled fire prevention visits and will effect immediate corrective action of fire hazards/deficiencies noted during the inspection.

8.4.6. AF Form 1487 will be utilized to document all FSDs. Functional manager will ensure original copy is returned before the suspense date. Facility managers are responsible for providing their assigned fire inspector an update on all open FSDs every 30 days until deficiency is correct.

8.4.7. Do not allow use of open flame instruments (to include sterno cans) or devices including candles for decorative purposes unless approved by the base fire chief or his/her representative for a specific occasion. Use electrical candles where candles are desired for decorative scenes or services.

8.4.8. Follow guidance provided from the fire prevention branch to ensure visual inspections and proper documentation is conducted monthly on installed fire-alarm detection systems and fire extinguishers.

8.4.9. Conduct a manual monthly test and inspection of all facility emergency lights for proper operation. 377 MSG/CEO is responsible for the annual facility emergency light test. Report all deficiencies to the 377 MSG/CEO Customer Service Unit at 846-8222.

8.4.10. Cooking Appliances.

8.34.10.1 All commercial/restaurant-type cooking facilities equipment shall be installed in an approved location and shall be protected by an installed hood and duct exhaust system. It shall also be protected by an installed fire suppression system as required by AFOSH 91-501 and NFPA 96. Managers and employees will follow open/closing checklist located in master facility manager folders.

8.4.10.2. Domestic cooking, except for military family housing, must be approved by the fire prevention branch and be protected by a domestic fire suppression system at organizations expense.

8.4.10.3. Cooking (including hot plates, electric frying pans, roasters, and similar cooking appliances) is prohibited in the work place and dormitory rooms, except for special occasions approved by the Kirtland Fire Department.

8.4.11. Fire Evacuation Drills.

8.4.11.1. Criteria for fire drills are set forth in the Life Safety Code and directives for specific occupancies (Child Day Care, Family Day Care, Youth Center, Hospital and Munitions).

8.4.11.2. Supervisory personnel for specific occupancies can be task certified by the fire prevention branch to conduct and document fire drills.

8.4.11.3. No organization/person is authorized to conduct fire evacuation drills or utilize the fire alarm systems without the approval from the fire prevention branch or fire chief.

8.5. Barbecues, Gas Grills and Open Flame Outdoor Fire Places.

8.5.1. Only approved type charcoal lighter fluid (combustible liquid only) shall be utilized. Charcoal residue both hot/cold shall be disposed of in a safe and proper manner. Charcoal shall not be allowed to burn out in an open grill. Charcoal shall be left in a closed grill, or disposed of by soaking with water, then placed in a metal container with a metal lid.

8.5.2. Propane bottles will not be stored inside any base facility, except for military family housing. Propane should be stored outside at least 20 feet away from any flammables.

8.5.3. Grills shall be located a minimum of 15 feet from buildings under normal conditions and 50 feet from areas subject to having flammable vapors. At no time will grills be used indoors or under overhangs/canopies, unless specifically approved by the fire prevention branch.

8.5.4. Outdoor open flame fire places or fire pits are prohibited for use on Kirtland AFB, except for military family housing, see section 8.11.4 for further guidance.

8.6. General Housing Keeping, Buildings, and Grounds. Adequate clearance will be maintained around facilities to ensure exit discharge is not obstructed, and fire fighting operations will not be compromised, IAW AFOSH 91-501.

8.7. Control of Smoking. Compliance IAW AFI 40-102, *Tobacco Use in the Air Force*.

8.8. Flammables and Combustibles. Compliance IAW AFOSH 91-501, Chapter 22.

8.9. Electrical Installations and Appliances. Compliance IAW AFOSH 91-501, Chapter 8.

8.10. Construction/Renovation/Alternations & Additions. All construction/renovation and alteration projects shall comply with ETLs, Unified Facility Criteria 3-600-01, Life Safe Code (101), the Uniform Building Code (UBC), AFOSH standards, Tech Orders, and DOD Directives. Renovations, alternations, and additions to building/facilities shall meet requirements for new construction. An Air Force Form 332 must be processed through Fire Prevention Branch, Safety, Environmental, and CE Customer Service before any action can be taken.

8.11. Contractor Operations.

8.11.1. The prime contractor performing construction on Kirtland AFB will comply with all applicable provisions of this guidance, AF instructions, Unified Facilities Criteria (UFC) 3-600-01, UFC 3-600-02, National Fire Protection Association (NFPA), and **Unified Building Code (UBC)**.

8.11.2. Brief fire prevention branch on the type, scope, and sequence of work to be accomplished under the contract during the pre-construction conference. The contractor will receive a briefing on fire prevention regulations/guidance applicable to the work being performed.

8.11.3. Construction/project monitors will ensure compliance with fire prevention regulations/measures on all contractor operations under their jurisdiction.

8.11.4. All contractors conducting work on base shall go through the established coordination process prior to beginning work and provide a minimum of five workday's notification. The coordination process will begin with 377 MSG/CE Division who provides the contractor with the proper documentation and guidelines to follow while on the installation.

8.11.4.1. Any changes, modifications or additions to fire alarm and suppression systems must include design drawings and materials list. Once approved by fire prevention branch and 377 MSG/CE Division, work must be performed by licensed fire alarm/suppression technicians.

8.11.4.2. 377 MSG/CE alarm technicians will coordinate alarm and suppressions outages with the FACC and perform acceptance inspection of all work performed.

8.11.4.3. When the above guidelines are not followed, circumstances may require the operation or work to be stopped and/or delayed until the proper coordination is taken by the main contractor at user's expense. For further information, call 377 MSG/CE Customer Service Unit at 846-8222.

8.12. Occupants of Military Family Housing. Fire Protection criteria for KFH are set forth in the Life Safety Code, AFOSH Standards 91-501, Family Housing Agreement, and other directives.

8.12.1. Military family sponsors are responsible for fire prevention in their quarters. Sponsors ensure that dependents are familiar with fire-safe practices, prevention measures, evacuation of quarters, and emergency reporting procedures.

8.12.2. Dependents occupying privatized family quarters will receive fire prevention briefings or instruction through the property management office within 30 days of occupancy.

8.12.3. Small quantities of gasoline for use in lawn mowers and edger's present a potential hazard. Do not keep more than two gallons on hand for this purpose. Gasoline will be stored in containers approved by a nationally recognized testing laboratory; i.e., UL/FM. Store containers in a well-ventilated area out of reach of children.

8.12.4. Approval to use outdoor open flame fire place.

8.12.4.1. Prior to using an outdoor open flame fire place occupants must first receive approval from the fire prevention branch and family housing office. The fire prevention branch will accomplish a first time inspection and cover proper fire prevention procedures.

8.12.4.2. All residents who receive authorization will be personally responsible to comply with the Forestry Fire Danger Rating and city of Albuquerque ordinance during no burn/burn times. After use, fully extinguish fire and embers IAW fire prevention guidance. Abuse by the resident will result in immediate withdrawal of approval to use these type devices.

8.13. Residential Smoke Detectors. Family housing smoke detectors shall be tested at least twice a year by occupants and all non-operative detectors shall be called in as an emergency work order. Family housing smoke detectors are not connected to a fire alarm system that transmits to the fire department. Dormitories, TLFs, and billeting will be tested by 377 MSG/CE alarm maintenance.

8.14. Decorations, Drapes, Curtains, and Flame-Proof Material.

8.14.1. All curtains, drapes, decorations, and floor coverings (whether temporary or permanent) will be of fire-resistant material or will be treated with an approved flame-resistant solution. Request certification from commercial suppliers and ensure an approved flameproof label or certificate is attached.

8.14.2. When curtains, drapes, and decorations are not permanently fire-resistant, retreat the material when the items are cleaned or once each year, whichever occurs first, obtain new certificates.

8.14.3. Ensure fire prevention branch approves all decorative scenes (Christmas, Halloween, Thanksgiving, etc.) for places of public assembly.

8.14.4. Live Christmas trees are prohibited inside government facilities. Family housing is authorized to use live Christmas trees but will not be treated (except artificial types) with fire-resistive material. Residents are responsible for ensuring live Christmas trees are properly maintained; cut the tree stump on an angle and place in a container of water.

8.14.5. Storage, handling, and discharging of fireworks are prohibited on Kirtland AFB.

8.15. Hobbies. Limit flammable material and liquids used for hobbies practiced in family quarters, dormitories, or temporary lodging to sizes and quantities normally found in hobby kits. This specifically precludes the storage or use of bulk flammable/combustible materials in dormitories, VOQ, and similar facilities. All personnel will be familiar with fire prevention safety applicable to their hobbies.

9. Emergency Incident Responses.

9.1. Emergency Reporting Procedures. All personnel working on Kirtland AFB (includes contractors and base housing) will report all emergencies immediately to the Fire Alarm Communications Center (FACC) by dialing **911** or cell phones **dial 853-9111** and take the following actions:

9.1.1. Upon notification of fire alarm activation via public address system, notify Fire Emergency Services by dialing 911 for back-up confirmation.

9.1.2. Give location by building/facility number, street address, what is the emergency (fire, alarm activation, EMS, etc), caller's name, and any other information requested by the FACC operator.

9.1.3. *Immediately evacuate occupants from the immediate area or building. Do not utilize fire alarm system for gas leaks or bomb threats; utilize runner system to evacuation occupants.*

9.1.4. Establish accountability of occupant's and direct firefighters to emergency location.

9.2. Falsely reporting emergencies is prohibited and appropriate disciplinary and/or criminal action will be taken as appropriate.

9.3. Emergency Response Involving Fuel Spills. A fuel spill is defined as any discharge of a flammable liquid (Class I) and combustible liquid (Class II and Class III) from its normal controlled environment into the open atmosphere or upon an exposed ground or floor surface. Class I--usually involves an area less than two feet in any plane dimension; Class II--involves an area over 10 feet in any plane dimension and over 50 square feet in area and not of a continuing nature; and Class III--involves an area over 10 feet in any plane dimension and over 50 square feet in area with a continuing nature. Post fireguards and immediately notify the Fire Emergency Services.

9.3.1. During and after a fuel spill, discontinue all maintenance and other operations until the senior fire officer on scene declares the area/building is safe for further operations.

9.3.2. The senior fire officer on duty will prepare a fuel-spill report on all spills responded to by the Fire Emergency Services and forward this report for corrective action to organizational commander.

9.3.3. Accidental or uncontrolled spills.

9.3.3.1. Notify Fire Emergency Services immediately.

9.3.3.2. If fuel spill occurs inside facility, on flight line, or open area take immediate actions to evacuate the area.

9.3.3.3. Shut down immediately all sources of ignition (open flames, gas appliances, nonvapor-proof motors, support equipment (SE) units, POL vehicles, operating aircraft engines etc.).

9.3.4. IAW AFI 32-2001, Fire Emergency Services are responsible for mitigation. Class I fuel spills will be cleaned up by the using organization. The contractor to the base 377 MSG/CEV (Environmental Management) is responsible for clean up of other level spills. Also, the functional responsible for the spill will provide and/or replace the absorbent used by the Fire Emergency Services.

10. Vehicles and Parking. Do not park vehicles or trailers in any manner that would preclude access by firefighting equipment to all sides of buildings, in fire lanes (fire lanes are marked by red painted lines), or within 15 feet of a fire hydrant. Vehicles shall not be parked in buildings unless the building has been specifically designed and constructed for this purpose. Exceptions must be approved by the base inspection agencies (Ground Safety, Bioenvironmental Engineering, and Fire Department).

11. Aircraft Facilities/Hangers.

11.1. Will only be utilized for their authorized designed purpose (i.e. aircraft sheltering, maintenance, and storage), IAW AF directives, national standards, UFC 3-600-01, and applicable technical orders.

11.2. Aircraft fuel cell maintenance authorized only in approved aircraft hangers. Do not use, under any circumstances, power units with combustion-type heater blowers to purge fuel cells or other flammable material containers.

11.3. When servicing aircraft with liquid or gaseous oxygen ensure all sources of power (except as specified in TO 00-25-172) are turned-off/isolated. No flame or spark-producing devices are permitted within 50 feet of oxygen servicing operations. Do not service aircraft oxygen systems or drain the systems within 50 feet of hangars, structures, or fuel spills.

11.3. The facility manager, maintenance officer and supervisor will establish an emergency action plan (EAP) that covers fire safety precautions for aircraft in hangers, emergency removal, reporting procedures for aircraft placed on jacks, and potential fire/explosive hazards. The EAP will be validated by the fire prevention branch and wing safety.

11.4. At all times fire lanes will be unobstructed on at least two sides of every hangar. Automotive parking areas used for Fire Emergency Services access must include at least one aisle 18 feet wide with adequate turning radius for fire apparatus. Air Force policy prohibits parking of vehicles or equipment on either side of the door encasement of all main hangar doors where the tracks extend to each side.

11.5. Vending machines are not authorized on hanger floor area.

12. Warehousing and Storage of Materials. Maintain adequate fire aisles in all warehouses. Clearance shall not be less than 4 feet in width for 2000 square foot blocks or 6 feet for 8000 square foot blocks. Ensure material handling equipment aisles are wide enough to permit safe movement of vehicles. Keep aisles in storage areas clear for easy access to all fire protection equipment, such as portable first-aid fire appliances, sprinkler control valves, smoke detection control boxes, manual alarm pull boxes, fire evacuation alarm, and pumper hose connections. Maintain a minimum of an 18-inch clearance beneath automatic sprinklers when the stack heights do not exceed 15 feet. When stack heights exceed 15 feet or when hazardous commodities are involved (regardless of stack height) maintain a 36-inch clearance. Adhere to fire prevention measures as defined in DODR 4145-19-R-1 for storing of materials.

13. Ammunition and Explosives. Storage, handling, maintenance, etc., of explosive material will be in strict compliance with AFM 91-201, *Explosive Safety Standards*, Kirtland AFB instructions, munitions maintenance and operations, and applicable technical orders.

14. Cutting, Welding, Open Flames and Other Hot Work. All personnel performing welding, cutting, and brazing will comply with AFOSH Standard 91-5, *Welding, Cutting, and Brazing*.

14.1. Cutting, welding, open flames and other hot work requires a written permit (AF Form 592) issued by the fire prevention branch.

14.2. Hazardous open flame permits will be issued by the fire prevention branch in coordination with ground safety and Bioenvironmental. Cutting, welding, and open flame operations shall comply with OSHA 1910.252, AFOSH 91-5, and NFC 51B.

14.3. Personnel performing routine cutting, welding, or open flame devices may be trained and certified by the fire prevention office to issue their own permits for routine/non-hazardous open flame operations. This type of work shall be done in compliance with OSHA 1910.252, AFOSH standard 91-5 and NFC 51B. Base agencies that normally conduct welding and cutting operations outside of their assigned workshops may be certified by the fire prevention branch to issue their own permits. Annual recertification is required.

14.4. When a fire hazard still exists after precautionary measures have been taken, the fire chief or fire prevention chief will determine whether the operation may be continued.

14.5. Welding of fueled aircraft in hangars is prohibited.

15. Fire Extinguisher Program.

15.1. Air Force policy on fire extinguishers is outlined in AFOSH Standard 91-501.

15.2. Facility Fire Extinguisher Program.

15.2.1. Fire prevention branch is responsible for providing guidance on placing adequate and proper types of fire extinguishers in buildings, outside storage, and maintenance areas. Using organization is responsible for the procurement of portable fire extinguishers. ***Prior to purchase of portable fire extinguishers, organizations must coordinate with the fire prevention staff for approval.*** Facility managers are responsible for complying with guidance outlined above and will provide fire prevention branch with fire extinguisher type, serial number, and date.

15.2.2. Fire prevention branch is responsible for conducting annual and six year fire extinguisher maintenance. All facility fire extinguishers beyond 12 years will be replaced.

15.2.3. Each year, facility managers will coordinate with their assigned fire inspector to provide six year maintenance and 12 year replacement requirements for the upcoming FY.

15.3. Halon Fire Extinguishers:

15.3.1. AFI 32-7086, governs the halon management program through the 377 MSG/CE Environmental Management Branch. Air Force has banned the use of halon extinguishers except for protecting aircraft.

15.3.2. Flight line 150lb Halon 1211 fire extinguishers are the responsibility of the fire prevention branch. Additional guidance into program management is available through this section.

15.3.3. Aircraft 5lb Halon 1211 fire extinguishers are the using organizations responsibility and approval for purchase and maintenance must be attained through Environmental Management. **Note: Fire prevention branch will still accomplish annual inspection on these halon extinguishers.**

15.4. Fire prevention branch will provide facility managers with guidance on training their assigned personnel in the use of portable fire extinguishers. To schedule training classes contact 3-6696/1318.

15.5. Fire Extinguisher Maintenance shop is located at Fire Station 2, (facility 1005/west side) and contact 3-6696/1318 for operating hours.

16. Fire Hydrants.

16.1. Do not park vehicles or store materials within 15 feet of any fire hydrant.

16.2. Do not use fire hydrants or any other fire protection device for any purpose other than firefighting without permission from the 377 MSG/CE Utilities Shop.

16.3. 377 MSG/CEUD (Utilities Shop) is responsible for the water distribution system.

16.3.1. AFI 32-2001 requires the fire chief (designated representative) to receive hydrant flow test reports annually. Test results are maintained on AF Form 1027 Water Flow Test Record or computer program. Annual hydrant flow testing will be performed IAW NFPA 291 and UFC 3-600-01.

16.3.2. Out-of-Service Fire Hydrants/Water Distribution System: Will notify FACC for any outage and provide location/estimated time back-in service. Out-of-Service fire hydrants will be identified with an "Out-of-Service" marker no smaller than 12 inches in diameter with weather proof white letters on a red background. Repairs should not exceed three working days. 377 MSG/CEUD will provide on weekly basis update status on all outages and upon returning outage back-in service notify the FACC.

16.3.3. Fire hydrants will be color coded to indicate gallons per minute (GPM) discharge in accordance with NFPA 24 and NFPA 291.

17. Fire Detection, Suppression, and Alarm Systems.

17.1. 377 MSG/CE Division provides all services for fire detection, suppression, and alarm systems maintenance IAW with applicable NFPA standards, AFOSH 91-501, UFC 3-600-01 and UFC 3-600-02.

17.2. When fire systems are placed out of service or back-in service, appropriate 377 MSG/CE branch will notify the FACC and facility manager with date out-service, problem, and ETA back in-service.

17.3. The appropriate 377 MSG/CE branch will ensure proper documentation of all required inspections, maintenance, and repairs. Provide annual report to Assistant Chief Fire Prevention.

17.4. Maintain all sprinkler systems, risers, associated control valves, water motor devices, exterior drains, and FD pumper connections with a minimum clearance of 36 inches (18 inches each side) to include vegetation, flower gardens, statues, lawn ornaments and other items that may impede the path of firefighters to provide a clear path to these devices. This includes fire alarm panel boxes.

18. Fire Protection Engineering.

18.1. 377 MSG/CEC manages fire protection engineering requirements as prescribed IAW UFC 3-600-01 and applicable national fire codes.

18.2 Fire chief designates the fire prevention branch as primary liaison to provide consultation and design recommendations regarding firefighting operational requirements.

18.3. Fire prevention branch coordinates on all design drawings to signify review and firefighting operational recommendations are incorporated. This coordination does not indicate fire protection engineering design acceptance.

18.4. All organizations are responsible for coordinating all projects (new/upgrade) through both fire prevention branch and 377 MSG/CE Division. Coordination will ensure compliance with UFC 3-600-01 and applicable NFPA standards. This requirement applies to all Air Force owned facilities, including those used by other agencies.

19. Miscellaneous.

19.1. Unannounced exercise requiring fire emergency services support must be coordinated in advance to ensure fire protection capability is available without impacting mission requirements. IAW AFI 32-2001, the fire chief or assistant fire chief on duty must receive at least a 30-minute prior notification when exercises involve fire fighting vehicles, equipment, or personnel.

19.2. Emergency apparatus responding with lights and sirens to an emergency has the right-of-way. All traffic must immediately clear the intersection, move as far right as possible, and come to a full stop. Non emergency vehicles will stay a minimum 500 feet behind emergency apparatus. Following emergency apparatus to emergency incident is prohibited.

20. Special Events.

20.1. Any special event that utilizes an Air Force facility not designed for public assembly will require advance coordination and approval from the fire prevention branch and wing safety.

20.2. Fire prevention branch will determine the occupancy load, evacuation corridor distance requirements and other fire prevention requirements to ensure a safe event.

20.3. Prior to utilizing a facility for special events that does not comply with fire prevention requirements an ORM plan must be submitted and approved by the 377 ABW/CC.

20.4. Large outside events (i.e. Air Shows, Fourth of July, etc) will require advance coordination with Fire Prevention and Wing Safety to ensure all fire and safety issues are properly addressed.

21. Fire Investigations. Assistant Chief Fire Prevention will represent the Kirtland Fire Department for all fire investigations.

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